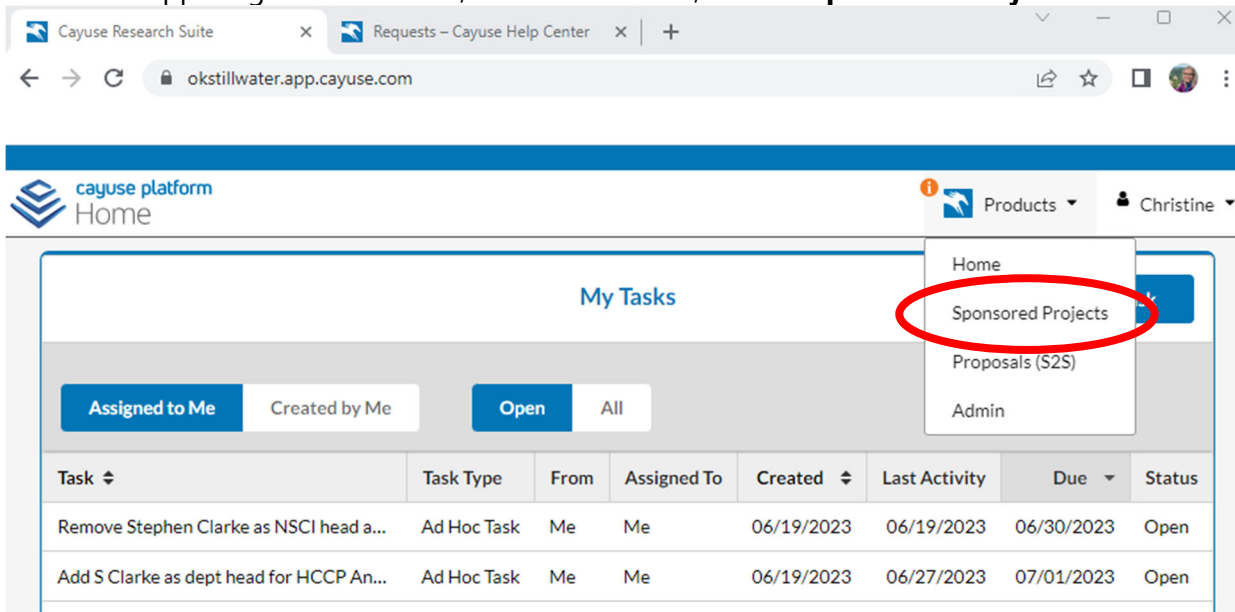1. **Clear your cache.**
Cayuse deploys periodic updates, and in order to enable these release changes into our OSU Cayuse environment, we recommend clearing your cache.

2. Manually search for the Proposal that needs review/certification/approval.

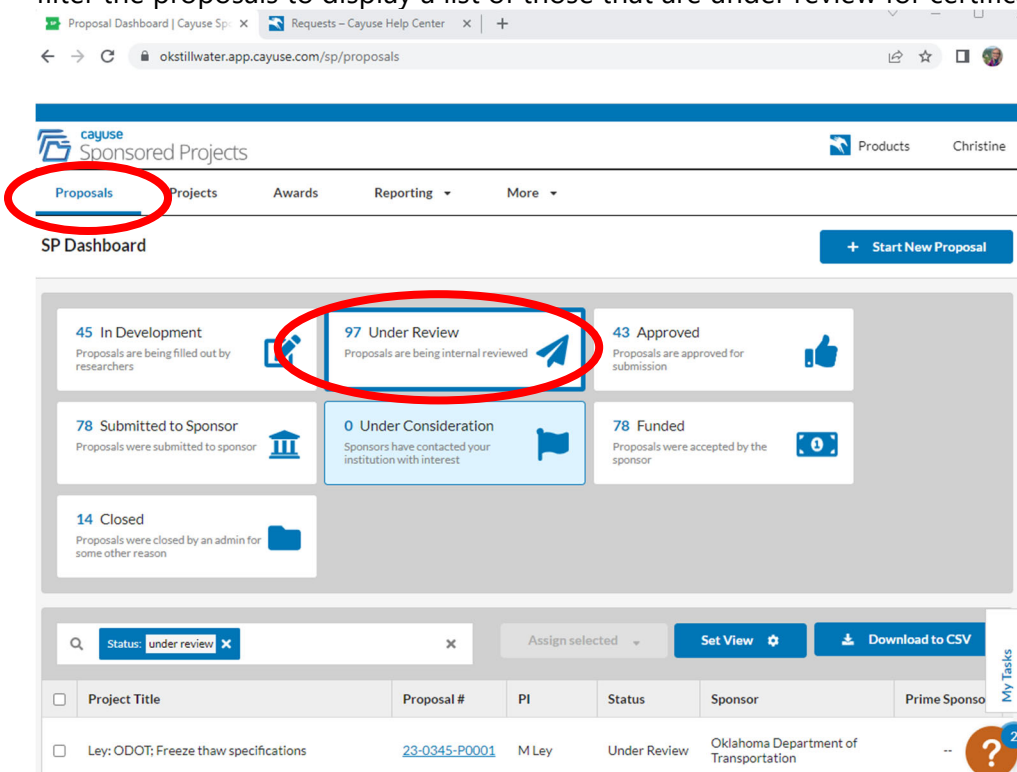2-1. **Log into OSU's Cayuse environment** with your okey credentials:
https://okstillwater.app.cayuse.com

2-2. In the upper right-hand corner, under "Products", **select "Sponsored Projects**".

2-3. In SP Dashboard, **navigate to the PROPOSALS tab** and then **click on the box "Under Review".** This will filter the proposals to display a list of those that are under review for certification/approval.

2-4. Review the list of Proposals, identify the one (by Proposal #) that needs PI/Co-PI certification and/or Department Head approval, and **click on the link to the Proposal**.

2-5. The Proposal Form will load. (It may take a few seconds to load.)
If the Proposal needs your certification or review, in the "My Actions" area, the "Complete Review" button will be BLUE and active. **Click on the blue "Complete Review" button** to complete your certification/approval.